

STATE CONTROLLER'S OFFICE
PERSONNEL AND PAYROLL SERVICES DIVISION
P.O. BOX 942850
SACRAMENTO, CA 94250-5878

DATE: July 17, 2019

LEAVE ACCOUNTING LETTER #19-007

TO: All Agencies in the California Leave Accounting System (CLAS)

FROM: Marissa Revelino, Chief
Personnel and Payroll Services Division**RE: RELEASE TIME BANK TRANSACTION CODES**

The Release Time Bank (RTB) policy has changed for the California Correctional Peace Officers Association (CCPOA), so that only R06 union members will be donating one hour towards the Release Time Bank. Therefore, the Annual Leave and Vacation accruals rates will no longer be reduced by one hour each June for R06 employees. Instead, the State Controller's Office has created an automated process for making the deduction for union members who have a CBID of R06, and a new transaction code has been created for this automated process. "Donation – RTB" will replace transaction code 48, "Transfer to Union Release Time Bank," effective July 1, 2019. The characteristics of the new transaction code are shown below:

Transaction Name:	Donation – RTB
Transaction Code:	RB
Valid Leave Benefits:	AL, CT, EX, HC, HT, LD, LP, LV, PL, PV, VA
Posting Options:	LAS, PIP, FTP

With this new transaction code, it is no longer necessary to key the CBID in the Timebank field on the B50 – Leave Benefit Transaction Entry Screen, since the CBID of the donating employee is automatically recorded. Although this change in transaction codes was as a result of the CCPOA policy change, the RB transaction code may be used in relation to other contracts with a Release Time Bank policy.

If you have any other questions regarding this letter, please contact the Leave Accounting Liaison Unit at (916) 327-0756.

MR:JB:CLAS